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How to renew your AFA authorisation

A quick guide for authorised financial
advisers (AFAs) renewing their
authorisation

About FMA guidance

Our guidance:

- explains when and how we will exercise specific powers under legislation
- explains how we interpret the law
- describes the principles underlying our approach
- gives practical examples about how to meet obligations.

Information sheets: provide concise guidance on a specific process or compliance issue or an overview of detailed guidance.

Document history

This is the first version of this document.

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Contents

Background	4
Summary	5
How to apply	6
Login to the FMA eService portal	6
The application form	6
The application fee	6
What you will need to provide in your renewal application	6
To change your financial adviser services scope	7
Conditions for renewal	8
If your renewal is declined	8
If your authorisation expires before you send in your renewal application	8
FAQs	9

Background

In 2010, the [Financial Advisers Act 2008 \(FA Act\)](#) was introduced to regulate individuals and businesses providing financial adviser services. Financial advisers have been generally authorised to provide services for up to five years. They are due for authorisation renewal from 2015 onwards. Under section 58 of the FA Act, existing authorised financial advisers (AFAs) can renew for a further term, generally for five years.

If you are an AFA and would like to continue providing advice, you will need to renew your authorisation. We encourage you to make a note of your expiry date.

If you choose not to renew your authorisation, you must stop offering financial advice once your authorisation expires. An individual may be fined up to \$10,000, for offering financial adviser services without an authorisation.¹

¹ Refer to s114 of the FA Act.

Summary

You can apply to renew your authorisation from up to six weeks before your licence expires. If you do not apply to renew prior to your authorisation's expiry date, your authorisation will lapse which means you will no longer be allowed to provide financial advice.

As long as you have applied for renewal prior to the expiry date, you will be able to continue providing advice to your clients while we process your renewal application, even after the authorisation's expiry date.

You can apply to renew your authorisation from up to six weeks before your expiry date but no later than your authorisation's expiry date.

We have simplified the renewal application process. We will ask for less information compared to your initial authorisation. Most of the information required will be for you to confirm your continued good character and competence as an AFA, and to confirm your compliance with the code for AFAs, the standard conditions and the legislation. You will also need to declare that the information you gave in the application is true and correct. Upon receiving your application, we may also seek information from third parties, for example the Ministry of Justice and the Ministry of Business, Innovation and Employment.

The criteria for authorisation renewal include:

- your being registered as a financial service provider
- your continued good character
- your continued competency, knowledge and skills as per the Code of Professional Conduct for AFAs
- your not being debarred from authorisation under section 59 (2)(b) of the FA Act
- your not having any criminal convictions punishable by imprisonment of six months or more
- your compliance with the FA Act, the standard conditions of authorisation and the code for AFAs during the period of the current authorisation.

If you want to add to your financial services advisers' scope you will need to provide evidence that you meet the competency requirements for the new scope, as defined by the code.

Once we have granted your renewal, we will notify you and the Registrar of Financial Service Providers. We may publish renewed authorisations on our website. We will also send you a new certificate of authorisation with the renewal details.

How to apply

Login to the FMA eService portal

You must submit your renewal application by completing an online form using our eService portal found on our website. The following link www2.e-services.fma.govt.nz will take you to where you renew your application. Select 'Application for renewal of AFA authorisation' (from the Form's menu section) to start.

You need to use the RealMe login which you used when you first applied to be registered as an AFA on the FSPR. RealMe is an all-government shared login service. If you don't have a RealMe login, go to [Create your RealMe](#) login and follow the instructions. Keep a note of your login details as you'll need to re-use this each time you login.

The application form

Once you have logged onto the eService portal, select the AFA renewal application form (from the 'Forms menu' section). The application form has full instructions on how to complete the form, pay the fee and submit the form. The completed form, together with any documents you wish to attach to the application, must be submitted using the portal before the date your AFA status expires. We will accept applications up to six weeks before your expiry date.

The application fee

You will need to pay the FMA a fee of \$572.44 (inclusive of GST) to renew your authorisation. This fee is set by regulation 4(2) of the Financial Advisers (Fees) Regulations 2010 and by section 53(b) of the FA Act. Payment instructions are included in the application form. You must pay the renewal fee when you submit your application which can be paid by credit card or bank transfer.

What you will need to provide in your renewal application

Eligibility criteria	What you need to provide
Registered as a financial service provider (FSP) under s13(a) of the FSP Act	Confirmation you remain registered on the FSPR and are not disqualified from registration (under s14 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008).
Is a person of good character	Confirmation you have no criminal convictions, no dispute resolution scheme complaints, and no disciplinary matters, in New Zealand or overseas, that may have an adverse impact on our view of your character (as detailed in the AFA authorisation guide).
No criminal convictions for offences imprisonable for 6 months or more	Confirmation you have no criminal convictions, in NZ or overseas, for any offence punishable by a term of imprisonment for 6 months or more, whether you were sentenced to a term of imprisonment for

that period or not.

Meet the levels of competency, knowledge and skills in the code

N/A (information from your initial authorisation continues to apply).

Not debarred from reapplying for authorisation under s59 (2) (b) of the FA Act

Confirmation that you have not been barred from reapplying for authorisation.

Compliance with the FA Act, standard conditions of authorisation and the code

Confirmation that you have, during the period of your current authorisation, complied with:

- the FA Act
- the standard conditions of authorisation
- the minimum professional standards for AFAs listed in the code
- the terms of your authorisation (if any).

We may also ask you for details of the provider(s) you have used for continued professional training over the preceding period of authorisation.

To change your financial adviser services scope

You may apply to change the FAS scope(s) when you apply to renew your authorisation. You do not have to pay additional fees to change your scope.

To add a service

- Select the additional scope(s) from the dropdown list in the application form
- If required, provide evidence of your qualifications or designations for those services, as specified in the code

To remove a service

- Email us at AFA_applications@fma.govt.nz to remove the relevant scope(s).

Conditions for renewal

Your initial authorisation was issued subject to the standard terms and conditions for AFAs. Your renewed authorisation will also be issued subject to the standard conditions for AFAs. We may add new conditions when we renew your authorisation; if we do, we will let you know beforehand.

When your renewed authorisation will take effect

Your renewed authorisation will take effect from the day after your expiry date. For example, if your authorisation expires on 1 December, your renewal takes effect the following day (2 December), generally for a five-year term.

Any additional FAS scope approved also takes effect on the day after your expiry date. Any financial adviser service you applied to remove will take effect on the day you request it.

If your renewal is declined

We will let you know if there is a likelihood that we will not renew your authorisation. You will have an opportunity to make submissions to support your application. You may also be given an opportunity to meet with us to discuss your submissions.

If your authorisation expires before you send in your renewal application

If your authorisation expires before you submit your renewal application, you cannot continue to provide financial adviser services after the expiry date.

We will let you and the Registrar of Financial Service Providers know in writing that your authorisation has been terminated. The registrar will then remove your authorisation from the FSP Register.

If you want to continue as an AFA but your authorisation has been terminated, you will need to submit a new application. You will need to meet the authorisation requirements for new applicants as at the date you apply. The AFA authorisation Guide is available on the [licensing forms and resources](#) page of our website.

Our helpline

To talk to someone about your application renewal, phone 0800 434 567 (+64 3 943 4222 for overseas callers)

FAQs

Questions	Answers
Can I apply online, and return to the application if I can't finish it in one go?	Yes. The application form gives you full instructions on how to complete and submit the application form, including how to return to finish an incomplete form. When we receive your application we will send you an 'acknowledgement of receipt' email. Please contact us if you have not received this email from us within five working days of you having submitted your application.
When can I start to renew my authorisation?	You can start your renewal up to six weeks before the expiry date.
How do I pay the renewal fees?	The application form gives you full instructions on how to pay the application fee. You may pay the fee by credit card or bank transfer.
Can I continue to provide AFA service while waiting for my authorisation to be renewed?	Yes, provided you have applied for renewal before your authorisation expired.
How long will my authorisation be valid for?	Five years, usually. Under certain circumstances we may offer a longer or shorter period.
Do I need to resubmit an adviser business statement (ABS) with my renewal application?	No, you don't. Your ABS is not required for the renewal.
What if I miss the deadline for renewing my authorisation?	If your authorisation has expired and you have not submitted a renewal application, you are no longer authorised to provide financial adviser services. Once your authorisation has been terminated, you can't apply for renewal but must apply for a new authorisation and pay the application fee.
What if my renewal hasn't come through and my authorisation has expired?	If you submitted your application for renewal before your authorisation expired, you will remain authorised while we process your application.

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